

State of Wisconsin \ Government Accountability Board

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GAB-190 HELP GUIDE

The data from the GAB-190 needs to be entered into the Wisconsin Election Data Collection System (WEDCS). The WEDCS is an online program run through the same Citrix Application as the SVRS.

SVRS Self-Providers: Enter the GAB-190 data into the WEDCS. Once entered, your county clerk can print a copy of your information; you do not need to send a paper copy to your county clerk or to the Government Accountability Board.

SVRS Reliers: You may need your SVRS Provider to enter your GAB-190 data into the WEDCS on your behalf. This requires that you send your Provider a copy of your GAB-190. Some Reliers have access to the WEDCS; these Reliers would have been in communication with G.A.B. Staff and worked to install a Citrix certificate on their computer.

ELECTION VOTING AND REGISTRATION STATISTICS REPORT

1) Total Ballots. How many ballots were cast?

The number of voted ballots counted, either by machine or by hand. Do not include unused blank ballots.

2) Total Electors. How many electors voted in the election?

The number of people who have a voter number next to their names on the poll list and supplemental list. If there were no numbers skipped, used twice, and all electors handed a voter number received a ballot, this should be the last voter number you gave out and/or wrote on the poll list.

3) Were there more ballots cast than there were electors? ☐ YES ☐ NO

If YES, how many more?

If the number of voted ballots counted is greater than the last voter number you gave out, answer "yes." Subtract Line 2 from Line 1 and indicate that number. Be SURE you have checked the poll list for numbers issued more than once and exhausted all possibilities as to why there are more ballots than voters before assuming there are more ballots than voters.

4) Absentee Electors. How many ballots, excluding military, were:

These numbers should include your permanent, regular, and nursing home voters as well as hospitalized electors and sequestered jurors. This should also include anyone who is overseas temporarily, such as students studying abroad or working overseas. **Do not include** military and permanent overseas—U.S. citizens residing overseas with no intent to return to the U.S.

a) Issued (total, including in-person)?

The number of absentee ballots that you mailed out, sent to nursing homes, emailed, faxed, and issued in your office. Do not include military and permanent overseas absentee electors.

b) Issued in-person?

The number of absentee ballots that were issued to electors in your office. This only includes the people who were issued and returned their absentee ballot to you while in your office, otherwise known as "walk-ups" or "walk-ins."

c) Sent but not returned?

The number of issues absentee ballots that were sent to an elector but never returned to your office. These ballots are outstanding. Do not include ballots that were returned late. Do not include military and permanent overseas

electors.

d) Returned undeliverable?

The number of issued absentee ballots that were returned to your office because the post office could not deliver them to the elector. These ballots do not go to the polling place. Do not include military and permanent overseas absentee electors.

e) Returned to be counted?

The number of absentee ballots returned to you, by the elector, including ballots that were missing signatures on the certificate envelope or were returned unvoted (but not undeliverable). In other words, this is the number of absentee ballots that were returned to your office then sent to the polling place (or Absentee Central Count Location) on Election Day or ballots returned to your office and sent to your municipal board of canvass when it reconvened. This includes those absentee ballots that were voted in your office and returned to you immediately and those returned via mail. This also includes those absentee ballots that were returned to be counted after the election. Do not include military and permanent overseas absentee electors.

i) Received by Election Day?

The number of absentee ballots returned to you, by the elector, including ballots that were missing signatures on the certificate envelope or were returned unvoted (but not undeliverable) before or on Election Day. In other words, this is the number of absentee ballots that were returned to your office then sent to the polling place (or Absentee Central Count Location) on Election Day. This includes those absentee ballots that were voted in your office and returned to you immediately and those returned via mail. Do not include military and permanent overseas absentee electors.

ii) Received by the Friday after the election?

The number of absentee ballots returned to you, by the elector, including ballots that were missing signatures on the certificate envelope or were returned unvoted (but not undeliverable) that were postmarked by the day of the election but returned after the day of the election but before 4:00pm the Friday after the election. In other words, this is the number of absentee ballots that were returned to your office then processed when the Municipal Board of Canvass reconvenes. Do not include military and permanent overseas absentee electors.

f) Counted?

The number of absentee ballots that were actually counted, either by the voting equipment or by hand on Election Day or by the Municipal Board of Canvasses after Election Day. In other words, this is the number of absentee ballots that were given a voter number at the polls or by the Municipal Board of Canvassers after Election Day. Do not include military or permanent overseas absentee electors.

g) Rejected?

The number of absentee ballots that were rejected by poll workers or the Municipal Board of Canvassers for any reason other than being returned late. Do not include ballots rejected by machine. Do not include military and permanent overseas absentee electors.

h) Late (received after the Friday after the election)?

The number of absentee ballots that were that were received after Election Day that were either not postmarked by the day of the election or absentee ballots that were received after the 4:00pm deadline the Friday after the election. Do not include military and permanent overseas absentee electors.

5. Military Electors (official Ballot). How many ballots, excluding Federal Write-in Absentee Ballot (FWAB), were:

These numbers should include the official absentee ballots that you sent out to your military absentee electors. A military elector is defined as a member of the uniformed service or merchant marine, a civilian employee of the United States, a Peace Corps volunteer, or a spouse or civilian formally attached to those listed above. Municipalities may have sent a "paper" ballot to military electors for the May 8th Recall Primary. This ballot is considered an official ballot and should be counted in this section. Do not include the Federal Write-in Absentee Ballot that military or permanent overseas electors can send to your office. For a definition of Federal Write-In Absentee Ballot please see question 8.

a) Issued?

The number of official absentee ballots that you mailed out, emailed, faxed, and issued in your office to military absentee electors. Include only the official ballot that you sent to the military elector(s). Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of Federal Write-In Absentee Ballot please see

question 8.

b) Sent but not returned?

The number of official military absentee ballots that you mailed out, emailed, or faxed to military absentee electors that were not returned to your office. These ballots are outstanding. Do not include ballots that were returned late. Include only the official ballot that you sent to the military elector(s). Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of Federal Write-In Absentee Ballot please see question 8.

c) Returned undeliverable?

The number of official military absentee ballots issued that were returned to your office because the post office could not deliver them to the elector. These ballots do not go to the polling place. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of Federal Write-In Absentee Ballot please see question 8.

d) Returned to be counted?

The number of official absentee ballots returned to you, from military electors, including ballots that were missing signatures on the certificate envelope or were returned unvoted (but not undeliverable). In other words, this is the number of absentee ballots that were returned to your office then sent to the polling place (or Absentee Central Count Location) on Election Day or ballots returned to your office and sent to your municipal board of canvass when it reconvened. This includes those absentee ballots that were voted in your office and returned to you immediately and those returned via mail. This also includes those absentee ballots that were returned to be counted after the election. Do not include Federal Write-In Absentee Ballots (FWAB). For a definition of "Federal Write-In Absentee Ballot" please see question 8.

i) Received by Election Day?

The number of official military absentee ballots returned to you, by the elector, including ballots that were missing signatures on the certificate envelope or were returned unvoted (but not undeliverable). In other words, this is the number of absentee ballots from Military Electors that were returned to your office then sent to the polling place (or Absentee Central Count Location) on Election Day. This includes those absentee ballots that were voted in your office and returned to you immediately and those returned via mail. Include only the official ballot in this section. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of Federal Write-In Absentee Ballot please see question 8.

ii) Received by the Friday after the election?

The number of official military absentee ballots returned to you, by the elector, including ballots that were missing signatures on the certificate envelope or were returned unvoted (but not undeliverable) that were postmarked by the day of the election but returned after the day of the election but before 4:00pm the Friday after the election. In other words, this is the number of official military absentee ballots that were returned to your office then processed when the Municipal Board of Canvass reconvenes. Include only the official ballot in this section. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of Federal Write-In Absentee Ballot please see question 8.

e) Counted?

The number of official military absentee ballots that were actually counted, either by the voting equipment or by hand on Election Day or by the Municipal Board of Canvasses after election day. In other words, this is the number of absentee ballots that were given a voter number at the polls or by the Municipal Board of Canvassers after Election Day. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of Federal Write-In Absentee Ballot please see question 8.

f) Rejected?

The number of official military absentee ballots that were rejected by poll workers or the Municipal Board of Canvassers for any reason other than being late. Do not include ballots rejected by the voting equipment. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of Federal Write-In Absentee Ballot please see question 8.

g) Late (received after the Friday after the election)?

The number of official military absentee ballots that were postmarked later than the day of the election and or ballots that were returned to your office later than 4:00pm the Friday after the Election. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of Federal Write-In Absentee Ballot please see question 8.

6) FWAB. How many Federal Write-In Absentee Ballots were:

The Federal Write-In Absentee Ballots (FWAB) are write-in ballots available online for military and permanent overseas electors. This is not a write-in ballot that you sent your electors. The FWAB is a federal write-in ballot that military and permanent overseas electors can print from the Federal Voting Assistance Programs website or obtain from military bases and embassies, and mail to the appropriate clerk. In order for the FWAB to be counted, the military or permanent overseas elector must complete the Declaration/Affirmation that accompanies the FWAB. The Declaration/Affirmation is both an absentee application and the certificate. The Declaration/Affirmation must include a witness's signature. Permanent overseas voter may only use the FWAB for federal elections. Military electors may use the FWAB for all elections. A sample of the FWAB can be seen at <http://www.fvap.gov/resources/media/fwab.pdf>

a) Received to be counted? _____

The number of Federal Write-in Absentee Ballots received in your office. Include all ballots, even those missing information.

b) Counted? _____

The number of Federal Write-in Absentee Ballots that were actually counted, either by machine or by hand on Election Day or by the Municipal Board of Canvasses after election day. In other words, this is the number of absentee ballots that were given a voter number at the polls or by the Municipal Board of Canvassers after Election Day.

c) Rejected? _____

The number of Federal Write-In Absentee Ballots (FWAB) that were rejected by poll workers or the Municipal Board of Canvassers for any reason, and/or those that were received late. Do not include ballots rejected by the voting equipment.

d) Late (received after the Friday after the election)? _____

The number of Federal Write-In Absentee Ballots (FWAB) that were received later than 4:00pm the Friday after Election or were received but postmarked after the day of the Election. If the elector already has an absentee application on file with the clerk, the FWAB can be received by 4 pm the Friday after the election if postmarked on or before Election Day and still be eligible to be counted. If the elector does not have an application on file with the municipal clerk and the Declaration/Affirmation is acting as the absentee application, the clerk must receive the FWAB by the appropriate absentee application deadline in order for the FWAB to be counted.

7) Registrants. Total number of active voters as of close of registration? _____

The total number of voters that would appear on your poll list if printed 20 days before the election. In other words, the total number of active registered voters who are registered as of 5:00pm the 20th day before the election. If there is only a school board election on the ballot, sometimes the whole reporting unit does not vote in that election. Please only include the number of ELIGIBLE voters for that election; only the voters whose names will appear on the poll list. Self-Providers: Please try to gather this number at the close of registration to gather the most accurate number. Reliers: To gather this number take the Total number of Voters Printed on the Poll List (located on the last page of the poll list) and subtract the number of names printed on the supplemental portion of the poll list. Note: Unless this is a newly created ward, or a ward with no voters, this should be a non-zero number.

8) Late Registrants. Number of voters registered during late registration? _____

The total number of voters who registered during the late registration period. The late registration period begins at 5:00pm on the 20th day before the election. It may be easiest to count the number of Certificates of Registration you issued. (The Certificate of Registration, GAB-133, is a certificate that should be issued to all electors who register during late registration. For more information please see the Election Administration Manual for WI Municipal Clerks pages 40-41.) Include anyone who filled out a registration form, including address changes and name changes. If there is only a school board election on the ballot, sometimes the whole reporting unit does not vote in that election. Please only include the number of late registrants that are ELIGIBLE to vote in the election.

9) Election-Day Registrants. Number of voters registered on Election Day? _____

The total number of voters who registered on Election Day. Include anyone who filled out a registration form, including address changes, name changes, people who registered but did not vote, and those who filled out a registration form but were already on the poll list.

10) Provisional Ballots. How many provisional ballots were:

Provisional ballots are issued on Election Day in two specific situations: 1) an elector has a current and valid driver's license but is unwilling or unable to provide the license number when registering to vote at the polling place, and 2) an elector is a first-time voter who registered by mail, but failed to provide the required proof of residence, these electors will have POR Required printed next to their name on the poll list. In each case, in order for their ballot to be counted, the elector must provide the missing information to the polling place on Election Day or municipal clerk by 4:00 p.m. the Friday following the election.

a) Provisional ballot cast because Elector?

The total number of provisional ballots issued to electors. Include all provisional ballots, regardless of whether they were later counted or rejected.

i) Could not provide a Wisconsin Driver's License, State ID number?

The number of provisional ballots issued to electors who register to vote at the polling place, but the elector could not provide a WI Driver License, State ID Number, or Proof of Residence. Include all provisional ballots, regardless of whether they were later counted or rejected.

ii) Was a first time voter registered by mail and could not provide proof of residence?

The number of provisional ballots issued to electors because they were a first time voter who had registered by mail and could not provide Proof of Residence. Include all provisional ballots, regardless of whether they were later counted or rejected.

b) Provisional Ballots Counted?

The number of provisional ballots that were actually counted, either by machine or by hand on Election Day and/or by the Municipal Board of Canvassers. This includes only ballots for which the voter provided the required information.

c) Provisional Ballots Rejected?

The number of provisional ballots that were not counted by the Municipal Board of Canvassers, whether due to the elector's inability or unwillingness to provide the required information. Do not include ballots rejected by machine.

11) Total Number of Votes Cast On:

Indicate the total number of voters by voting method.

Paper Ballots:

The number of ballots counted by hand. Do not include ballots counted by the voting equipment. If your ballots are taken to the County or a central location after the polls are closed and tabulated by optical scan voting equipment there; record the total number as "Optical Scan" not as "Paper Ballots." Include the number of ballots counted by hand by the Municipal Board of Canvassers after Election Day.

Optical Scan Ballots:

The number of ballots processed using optical scan voting equipment. Optical scan voting systems tabulate ballots by reading arrows/ovals filled in by the voter. Optech Eagle is also a vendor-specific name for an optical scan voting system. Include ballots that are counted centrally at the County Clerk's office or paper ballots taken to a central location after the polls are closed to be tabulated by optical scan equipment. Include both hand marked ballots and those marked by the AutoMARK (if used in your municipality).

DRE (Touchscreen):

The number of ballots processed using the direct recording electronic voting machine and/or marked by the AutoMARK voting machine. DRE voting systems tabulate votes cast by voters and produces a voter-verified paper audit trail. DREs are also known by other vendor-specific names such as Premier/Diebold AccuVote TSX, ES&S iVotronic, Populex 2.3, and Sequoia AVC Edge II.

AutoMark:

The number of ballots marked by the AutoMark voting machine. The AutoMark is an electronic ballot marking device used to ensure accessibility at polling locations and does not tabulate votes. For the AutoMark, please record the number that is on the automatic counter at the beginning of the day and at the end of the day. Then subtract the number at the beginning of the day from the number at the end of the day and the remainder is the total number of people who used the AutoMark on Election Day. That is the number that should be indicated as the TOTAL NUMBER OF BALLOTS CAST on the AutoMark voting machine. The Wisconsin Government

Accountability Board approved the Vote-PAD, Voting-on-Paper Assisted Device for use by municipalities that hand-count paper ballots. The Vote-PAD is a non-electronic ballot marking device which is similar to a tactile ballot.

12) Ballots Counted at:

☐ **Polling Place** ☐ **Polling Place with Central Count Absentee** ☐ **Central Count**

Indicate the location where ballots are counted on Election Day, either by machine or by hand. If all absentee ballots and ballots at polls are opened and counted at the Polling Place, only select POLLING PLACE. If your absentee ballots are opened, given voter numbers, and counted either by machine or by hand at a Central Count Absentee location, you should select POLLING PLACE AND CENTRAL COUNT. If your absentee ballots are opened at a Central Count Absentee location but then transported to Polling Places to be counted, you should select POLLING PLACE WITH CENTRAL COUNT ABSENTEE.

Polling Place: Select this choice if all voted ballots, including absentee ballots, are counted at the polling place (either by hand and/ or by voting equipment).

Polling Place with Absentee Central Count: Select this choice if electors who vote at the polls have their voted ballot counted at the polling place but the absentee ballots are processed at another location, other than the polling place.

Central Count: Select this choice if all voted ballots are placed in a ballot box on Election Day but then taken to a central location to be counted using voting equipment.

13) Voting Equipment (how many of each type of voting equipment is used).

If you have answered this question for a previous election and your equipment has not changed, this question is **optional**. Please fill in the following information if your voting equipment has changed since the last election. If your voting equipment has not changed, you may leave this question blank.

☐ **Optical Scan:** _____

Model: _____ Version: _____ Vendor: _____

☐ **DRE (Touchscreen)/AutoMARK:** _____

Model: _____ Version: _____ Vendor: _____

For Example: Model: Sequoia Edge Version: 5.024 Vendor: Sequoia

For each type of equipment, please list the model(s), version(s) and vendor(s). If all of the voting systems used on Election Day were the same type (make and/or model), we still need the total number of voting systems used on Election Day. **Note:** Question 15 only needs to be filled out if your voting equipment has changed since the last report you provided.

14) Election Inspectors

Election inspectors, or poll workers, are those individuals who work on Election Day. Election inspectors do not include greeters, special registration deputies, and/or tabulators.

a) Total number of election inspectors? _____

The total number of election inspectors who worked at this reporting unit, for this election. Please include the Chief Inspector in your totals.

b) Does this polling places use split shifts? ☐ **Yes** ☐ **No**

Do you allow election inspectors to work in split shifts at this location? In order to use split shift, the governing body of the municipality must pass an ordinance allowing 2 or more sets of officials to work at different times.

c) Difficulty of obtaining inspectors (circle one) 1 2 3 4 5

Please rate how difficult it was for you to find election inspectors for this election.

1=very difficult 2=somewhat difficult 3=neither difficult nor easy 4=somewhat easy 5=very easy

d) Number of election inspectors by age:

Please list the number of election inspectors that fall into each age group. Only include inspectors who worked this election at this particular reporting unit. High School students who are 16 or 17 may serve as an election inspector but not the Chief Inspector.

16 to 17: _____ 18 to 25: _____ 26 to 40: _____ 41 to 60: _____ 61 to 70: _____ 71+: _____

e) Name of polling place: _____

Please fill in the name of the polling place for this reporting unit.

f) Is this polling place shared by multiple reporting units? ☐ Yes ☐ No

Did more than one reporting unit use this polling place for this election?

ELECTIONS COSTS

Report the Cost of Elections information only once **for each municipality**– not for each Reporting Unit

Starting with the April 3, 2012 Statewide Spring Election and Presidential Preference Vote, the Government Accountability Board will begin collecting information on the cost of all statewide elections via the Wisconsin Election Data Collection System (WEDCS).

Periodically, the Board receives inquiries from the Legislature and its service agencies, i.e. The Legislative Fiscal Bureau, the Legislative Reference Bureau, the Legislative Council and the Legislative Audit Bureau, and from other State, Federal and national agencies about the costs of administering and conducting the State's elections.

In addition, since 2008, county and municipal clerks have asked the Board staff to provide information on the costs of conducting elections in response to requests made by respective governing boards, especially local finance/budget committees. Since the Board does not collect this information on any regular basis or in any systematic way, the feedback provided was at best qualitative or anecdotal.

Following the 2011 Recall and Special Elections, the Legislature specifically asked the Board to solicit information from both county and municipal local election officials (clerks) about the costs of conducting those Elections. In late 2011, once again, the Legislature asked the Board to solicit local costs for conducting a statewide 2012 Recall Election.

The Board has now begun gathering information on an ongoing basis, on how much it costs to administer and conduct statewide elections. The collection of accurate and complete cost data will be useful to both local election officials and the Board for budgeting and advocacy purposes.

INSTRUCTIONS

Please only include costs that occurred since your last GAB-190 form submission and up to 30 days following an election if the costs are related to the most recent election. If you are awaiting a bill or invoice for the final costs of election-related expenses, we suggest using the best information available prior to the 30-day deadline to submit the GAB-190 form. For example, you could use the cost provided on a bid or quote. You could also contact a vendor to determine if the bid or quote is likely to change significantly. If a County Clerk pays for something up front but later bills or pro-rates that cost to municipalities, the County Clerk could provide municipalities with their best estimate, or the Municipal Clerk could contact the County Clerk for the information.

Self-Providers & County Clerks: All Self-Providers and all County Clerks are asked to enter the Cost of Elections information directly into the WEDC System for their respective individual municipality or individual county. Note that the cost centers for counties may vary from those for municipalities. In the WEDC System, click on ELECTION COST TRACKING from the left-side menu, then select CREATE A PROGRAM COST – MUNICIPALITY” OR “CREATE A PROGRAM COST – COUNTY” as applicable.

Provider Clerks: All Provider Municipal and Provider County Clerks are asked to collect the information on the Cost of Elections from their Relier municipality via the GAB-190 form. All Provider clerks are asked to enter this information into the WEDC System on behalf of their respective Reliers. In the WEDC System, click on ELECTION COST TRACKING from the left-side menu, and then select CREATE A PROGRAM COST – MUNICIPALITY” to enter the Relier-Clerk's information.

Relier Clerks: In order to reduce additional burden on Municipal and County clerks who are Providers, the

G.A.B. asks all municipal clerks who are Reliers to fill out the information below and return the GAB-190 to their Provider so that these data can be entered into the WEDC System.

1) Clerk & Poll Worker Training..... _____

Cost of Producing materials for Poll Workers and Chief Inspectors, and for Clerk and staff training.

Please include all costs incurred for the production of training materials on the current GAB-190 filing. For example, training costs paid sometime in early 2012 which may benefit the entire election year should only be reported on the current GAB-190 report; **do not prorate them throughout the year.** Subsequent GAB-190 reports would not show any training costs; you would indicate zero ("0"), unless some new costs were incurred later in the year. In addition, include fees paid by your municipality to poll workers, chief inspectors, the clerk and staff for attending training sessions, including mileage reimbursement and hourly wages since your last GAB-190 filing. **Please only include costs incurred since your last GAB-190 submission.** Wage and travel costs paid for working on Election Day are covered in a separate section below. If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay.

2) Ballots..... _____

Cost of printing and delivering ballots. Please include all costs paid by your municipality for the printing and delivering of ballots, and the costs of absentee ballot preparation, processing and postage for this election. **Please only include costs incurred since your last GAB-190 submission.** If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay.

3) Memory Devices for Electronic Voting Equipment..... _____

Cost of procuring memory devices. Please include all costs paid by your municipality for obtaining memory devices for electronic voting equipment. **Please only include costs incurred since your last GAB-190 submission.** If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay.

4) Programming of Electronic Voting Equipment..... _____

Cost of programming electronic voting equipment. Please include all costs paid by your municipality for programming electronic voting equipment. **Please only include costs incurred since your last GAB-190 submission.** If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay.

5) Ballot Bags _____

Cost of ballot bags and security seals. Please include all costs paid by your municipality for filing for ballot bags and security seals. **Please only include costs incurred since your last GAB-190 submission.** If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay.

6) Wages for Local Election Officials _____

Cost of wages for Election officials (poll workers/chief inspectors) on Election Day. Please include the cost of wages for poll workers and Chief Inspectors on Election Day only. In addition, include the cost of wages for the Board of Canvassers in this section. **Please only include costs incurred since your last GAB-190 submission.** Please do not include the cost of wages for training in this section. Please do not include any expenses for which your municipality does not pay.

7) Staff _____

Cost of clerk and clerk staff members' time before, during and after the election. Note that Poll Workers and Chief Inspectors are NOT included as staff. Please include the cost of the clerk's time and clerk's staff members' time before, during and after the election since the last election, **and since the prior GAB-190 was submitted.** If you do not keep a record or log of hours spent working on elections, use your best approximation. For each staff person who worked on elections, please only count time spent prior to Election Day, on Election Day, and 30 days following Election Day. For each hourly worker, multiply the number of hours worked on elections by their hourly wage rate. If salaried, multiply the percent of time worked on elections by their salary for the time period covered. For example, if a person being paid a monthly salary of \$1,000 works 20% of their time on elections that month, the cost to report for this particular month would be \$200 ($\$1,000 \times 0.20 = \200). Please do not include any expenses for which your municipality does not pay.

8) Polling Place Rental..... _____

Cost of polling place rental for this election only. This only applies if the municipality is billed for using the facility as a polling place. **Please only include costs incurred since your last GAB-190 submission.** If you are waiting for a bill or invoice, please provide the cost received in the bid or estimate from the owner of the facility. Please do not include any expenses that were reimbursed.

9) Notices..... _____

Cost of printing and distributing Type A,B, C, D, and E Notices, and other posters required by law to be posted in the polling place on Election Day. Please only include costs incurred for this election, and **only include costs incurred since your last GAB-190 submission.** If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay.

10) Polling Place Documents..... _____

Cost of printing polling place documents. Please include all costs paid by your municipality for printing and distributing poll lists, Ineligible Voter Lists and other documents required by Statute to be posted in the polling place. Please only include costs for this election. **Please only include costs incurred since your last GAB-190 submission.** If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay.

11) Miscellaneous..... _____

Cost of miscellaneous expenses. Please include all costs paid by your municipality for any requirements, tasks, supplies or services that were not specifically delineated or enumerated in the categories above. Please include uncompensated hours (using the same cost calculation method listed under Staff, applied to those extra hours worked but not paid), delivery or maintenance of voting equipment and costs billed to school districts/boards. Uncompensated hours refer to time spent related to elections by those who would normally receive an hourly wage, but are not compensated for these extra hours. **Please only include costs incurred since your last GAB-190 submission.** If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay, nor any overhead costs such as heating the hall, janitorial cleaning or electricity. Please do not include any costs that were reimbursed. Please provide as detailed of an explanation as possible for the miscellaneous costs (if applicable).

Statutory Authority to Request Information: Wis. Stat. § 5.05(14). “Information from County and Municipal Clerks.” The board may request information from county and municipal clerks relating to election administration, performance of electronic voting systems and voting machines, and use of paper ballots in elections. Local election officials are required to provide information requested under § 5.05 (14) to the Board upon request. Wis. Stats. § 7.10 (10), 7.15 (13)